



Salinda De Costa

ABOUT

An ambitious, energetic and hardworking individual, simultaneously a keen learner, with a sound academic background and leadership qualities which are demonstrated with my previous work in The Finance Company PLC ,Delmege Forsyth & Co. Ltd, and Citizen Development Business Finance PLC, currently employed at National Development Bank,Sri Lanka. Possess expertise in the fields of Management Accounting, Financial Accounting and analytics.

CONTACT

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SKILL

- Innovative
- Good team leader – member Result oriented
- Work Dedicated
- Research and Strategy
- Strong work ethics
- Reliable and Responsible

PERSONALS

- Date of Birth : 21st March 1995
- Marital status : Married
- Nationality : Sri Lankan
- Passport No : N7797775
- Visa Status : Work Visa

LANGUAGES

- English
- Sinhala

Educational Qualifications

- **Completed Physical fitness trainer national vocational qualification (NVQ LEVEL 4) in Sri Lanka Institute of Fitness and Nutrition.** (2019 December – 2022 December)
- **Intermediate in Applied Banking and Finance in Institute of Bankers of Sri Lanka , Colombo.**(2016 December -2017 Dec)

REFERENCES

Mr. Sanjiva Peiris
Regional Operation Manager,
 NDB Bank.
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Professional Experience

ABD Ulwahed Bin Shabib Investment Group LLC | Operations Coordinator (2023 Oct – Present)

Key responsibilities:

- Coordinating Sales Staff to achieve the business Targets.
- Handling Purchase Orders.
- Stock Maintenance.
- Making Sales/Discount Reports.
- Day-to-day operations.
- HR Related things.

National Development Bank PLC (NDB) | Senior Banking Associate (December 2019 – Present)

Key responsibilities:

- Check accuracy and completeness of all client requests relating to cash,cheques and other over the counter services.
- Ensure effecting transactions pertaining to all customer requests in to the system timely and accurately as per policy.
- Ensure cash balances are recoded based on deposits everyday as per policy.
- Maintain cash in respective tills based on the limits.
- Ensure all registers are completed/adhered to/maintained as per the policy.
- Maintain zero tolerance with respect to adherence to all internal audit,external audit and regulatory compliance, as applicable.
- Preparation of reconciliation reports and other related reports on a timely basis.

Citizen Development Business Finance PLC | Operations Assistant (2016 November -2019 Nov)

Key responsibilities:

- Acting as second in command to the manager and taking care of all duties in their absence
- Assisting the manager with operational issues.
- Providing excellent customer service and maintaining relationships. Processing and preparing financial statements.
- Reviewing and performing audits on financial statements and reports.

Delmege Forsyth & Co. Ltd | Cashier (2016 June -2016 October)

Key responsibilities:

- Registers sales on a cash register by scanning items, itemizing and totaling customer's purchases.
- Collects payments by accepting cash,check, or charge payments from customers and makes change for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift.

The Finance Company PLC | Customer Service Officer Cum Cashier (2015 May – 2016 May)

Key responsibilities:

- Processing deposits and withdrawals and introducing new members to the finance platform software.
- Performing regulator account maintenance.
- Opening and closing accounts as required for members and dealing with customers inquiries

Cinnamon Lakeside Hotel Colombo | Receptionist (2014 October -2015 March)

Key responsibilities:

- Answering incoming telephone calls from prospective and existing guests.
- Assisting guests with hotel reservations.
- Processing credit card transactions for lodging, room service and other hotel costs.
- Assisting with guest requests and complaints.
- Transferring phone calls to guest rooms.
- Maintaining accurate records of guest charges (room service, pay-per-view, spa services, etc.)